

CARTOGRAPHER

DEFINITION:

Under general direction, to plan, direct, organize, coordinate, and review the activities of units within the Cartographic Services section, and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a management class allocated only to the Land Development division of the Department of Public Works. Incumbents report to the Chief, Cartographic Services and have significant responsibility for overseeing the production aspects within the graphics and photo-reproduction units. Incumbents in this class also provide technical expertise to subordinate supervisors regarding graphic design principles and techniques.

EXAMPLES OF DUTIES:

Plans, directs, and coordinates the production operations of various cartographic units; organizes, schedules and directs all graphic assignments from county agencies as requested, including final printing; supervises, trains, and evaluates the work of technicians, graphic artists and others; conducts specialized graphics projects as assigned; supervises research, investigations, surveys and preparation of graphic material memoranda, and reports; researches, analyzes, and provides recommendations regarding newly-developed production techniques and/or software programs; assists in the development of unit/division budget and management of budget issues with regards to services and supplies; acts as liaison with other County departments and agencies regarding their particular needs; and addresses and resolves routine personnel problems as they arise.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Computer graphics software programs.
- Fundamentals of personal computers (PCs) and Windows applications.
- Drafting and graphic arts.
- Graphic design and layout.
- Printing and reproduction processes.
- Personnel supervision.
- Separation and reprographic techniques.

General Knowledge of:

- Local ordinances applying to land use, and regulatory map requirements.
- Air photo reading.
- Surveying.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Supervise and train supervisors and staff.
- Prepares reports and recommendations.
- Conduct graphics projects.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which demonstrates possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: Four (4) years of full-time, paid experience in the design and development of cartographic products requiring high involvement with graphics and graphic reproduction. Previous experience must include one (1) year full-time, paid experience supervising production with a graphics unit.

Note: Possession of an Associate's degree from an accredited college or university in the field of graphics arts may substitute for the above experience on a year-for-year basis.

SPECIAL NOTES, LICENSES OR REQUIREMENTS:**Working Conditions:**

Limited exposure to chemical fumes from ammonia, bleach, acetic acid, and other chemicals used.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).